Andrews University

Registration Form (Add Classes)

Purpose:

All Registration should be completed in Registration Central: https://vault.andrews.edu/registration/central

Use this form to request registration changes which **cannot** be completed in Registration Central.

- Audit
- Time Conflict
- Overload (includes Academic Probation)
- Restrictions: Major, Campus

All holds must be cleared in order to register. If you have the following holds, please contact the office(s) noted for clearance.

- Admissions (transcript) – undergrad@andrews.edu; graduate@andrews.edu
- Financial – sfs@andrews.edu
- Immigration – iss@andrews.edu
- Medical – studenthealth@andrews.edu

If you receive an error in Registration Central, the following errors can be overridden by the Advisor or Instructor through Vault: https://vault.andrews.edu/vault/goto/secure/registration/central/overrides

- Course Reached Capacity
- Co-requisite
- Pre-requisite
- Repeat Course

When… Who… Where… to Submit?

- Use form before the registration deadline (*see abbreviated calendar*). After the registration deadline of the semester, the Registration Appeal form will be required.
- May be started by the student or advisor.
- No fee will be charged for registration changes made *before* the registration deadline.
- The Registration Form must be completed, approved with all signatures, and submitted by the registration deadline date.
- Email completed form to academicrecords@andrews.edu

Please Note: *Retain copies of all documents submitted. Allow 2 business days for processing from date received. Any communication will be sent to your AU email account.*

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Student Information & Term

Student Name:	Andrews ID:	Term:

Course Information

Add or Drop (mark one)	CRN	Subject & Course Number	Section	Course Title	Credits ('AU' for Audit and include credits)
Add Drop					
Add Drop					
Add Drop					
Add Drop					

Approvals Required

Signature	Date
Student:	
Advisor:	

Required for Audit and Time Conflict
(Instructor signature indicates agreement reached for conflicting courses)

Signature	Conflicting Course(s)	Date
Instructor:		
Instructor:		

Required for Restrictions
(campus, degree, major)

Signature	Date
Department Chair/Dean:	

Required for Semester Credit Overload

Signatures	Total Semester Credits	Date
Dean:		
Financial:		

Registrar's Office Use Only *(Sign and Date)*

Approved
Denied

Comments:

Date:

Signature: